



# Lochside

LOCHSIDE MISSION AND OUTREACH \* AYR ST COLUMBA Cofs



**Position:** Facilities Coordinator (Lochside)  
**Hours of Work:** Part Time – 8 hours per week  
**Salary:** £16,952 pro-rata (£8.15/hrly)  
**Line Manager:** Project Leader

## Job Description

The Facilities Coordinator will be expected to lead in the delivery of effective cleaning services and support facilities management at Lochside Parish Church, including:

- Cleaning the premises daily as per agreed cleaning schedules,
- setting up for services and key groups,
- ensuring that the Church Building at Lochside is presented to a high standard at all times

This will include time spent on office-based work along with relevant meetings.

The successful candidate must be able to work within the Christian ethos of Ayr St Columba Church of Scotland Lochside Mission and Outreach.

This description is indicative of the nature and level of responsibilities associated with this post. It is not exhaustive and the post-holder may be required to undertake other duties and responsibilities as deemed appropriate by the Line Manager in accordance with the objects of the Project.

- To generally clean, and ensure high level of cleanliness and usability, of the premises at Lochside – this includes following procedures for dealing with fabric concerns
- To monitor and main appropriate stock levels of necessary supplies
- To set-up the premises as agreed with Line Manager and hall users
- To support the facilities management processes within the premises
- To support Line Manager in ensuring all Health and Safety responsibilities are properly discharged
- To be a key holder for the church premises at Lochside
- To undertake any other duties as requested by the Line Manager and/or Kirk Session